

Effective Presentations

Overview

Following Communication Tactics' unique “*Prepare, Pause, Perform*” training model, participants walk through every stage of presentation & delivery, from planning to executing. Our sessions are designed to provide a balance between the theoretical and practical skills required to improve performance. By learning the core principles of human communication and practicing proven techniques, participants gain the confidence to navigate any speaking opportunity, large or small, with competence and credibility.

Program Options

Message Structure & Story Framework • Building a Presentation • Engaging your Audience
Incorporating Slides and Visuals • Keynote Preparation • Panel Discussions
Navigating Q&A • Audio/Web Conference Presentation Skills

Methodology

All sessions are tailored to meet the goals and skill-level of participants and can include any or all of the above program options. Full or half-day agendas follow a structured approach and results-oriented methodology.

- **Pre-training Assessment:** Each participant is asked to complete and return a questionnaire prior to the workshop. We use this to help customize the content and will review outputs at the start of the session.
- **Video Feedback:** Throughout the day participants will have the opportunity to practice skills on camera and receive immediate feedback.
- **Training Manual:** Participants will receive a binder containing essential techniques, worksheets and concepts structured to align with the flow of the session.
- **Presentation Elements:** We deep-dive into the core elements of any presentation or public speaking situation.
 - **Content:** Shaping and structuring your message
 - **Delivery:** Perception control - Achieve congruence between words and meaning
 - **Credibility:** Gaining audience trust
 - **Impact:** Incorporating visuals
 - **Control:** Staying on message / Handling Q&A
 - **Confidence:** Addressing anxiety and managing mindset

You are what you take time to become.

About Communication Tactics

Founded in 2002, Communication Tactics is a premier provider of corporate communication training and leadership development programs. We have been working with businesses and individuals nationwide for nearly three decades to build strong, confident communicators at every level of your organization.

Communication Tactics, Inc. • www.communicationtactics.com • (206) 227-6073

Copyright 2020 Communication Tactics, Inc. All rights reserved